

Administrative Changes to AFI 36-1203_MAXWELLAFBSUP, *Administrative Grievance System*

OPR: 42 FSS/FSMC

Change OPR from 42 MSS/DPC to 42 FSS/FSMC

Change Certifying Authority from “42 MSS/CC (Maj D. Anthony Haught)” to “42 FSS/CC (Lt Col Kathryn A. Brown)”

In the opening paragraph, change reference to “42d Mission Support Squadron Civilian Personnel Flight” to “42d Force Support Squadron Civilian Personnel Section”.

In paragraph 11.2.1 (MAXWELL), change reference to “42d Mission Support Squadron, Civilian Personnel Section (42 MSS/DPC)” to “42d Force Support Squadron, Civilian Personnel Section (42 FSS/FSMC)”.

4 April 2011

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AIR FORCE INSTRUCTION 36-1203

MAXWELL AFB SUPPLEMENT

5 SEPTEMBER 2006

Certified Current, 4 April 2011

Personnel

ADMINISTRATIVE GRIEVANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 42 MSS/DPC

Certified by: 42 MSS/CC (Maj D. Anthony Haught)

Replaces the *Administrative Grievance Procedures Maxwell AFB AL Pamphlet*

Pages: 2

AFI 36-1203, 1 May 1996, is supplemented as follows:

This supplement implements AFI 36-1203, *Administrative Grievance System*. It establishes and defines the Administrative Grievance process at Maxwell-Gunter AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://afirms.amc.af.mil/>). This supplement applies to all civilian personnel serviced by the 42d Mission Support Squadron Civilian Personnel Flight.

7.1. (MAXWELL) Each employee is entitled to a reasonable amount of official time for grievance preparation. The standard is up to 4 hours per grievance and a request for use of official time must be submitted in advance to the employee's immediate supervisor for approval.

10. Alternate Dispute Resolution (ADR) is encouraged at any stage of the grievance process. If ADR is requested and agreed to by all parties, the matter/grievance will be held in abeyance until completion of the ADR process. The grievant/employee will then have 15 calendar days to continue the grievance process if resolution could not be attained.

11.2.1. (MAXWELL) All formal grievances will be filed with 42d Mission Support Squadron, Civilian Personnel Flight, (42 MSS/DPC), Attention: Labor Relations Officer, 50 LeMay Plaza South, Maxwell AFB AL 36112-6334. After initial review, the Labor Relations Officer will forward the formal grievance to the appropriate deciding official in the employee's chain of command. The deciding official will make the written decision on the grievance which will constitute the final decision unless the grievant files a request for review.

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

11.6.1. (MAXWELL) If the deciding official refers the grievance to the DoD Office of Complaint Investigations for an impartial investigation, the requesting organization is obligated to provide any required funding.

11.7.1. (MAXWELL) Normally the deciding official's decision is final. However, most requests for review by the grievant will be decided by the next higher organization's commander. This will be the final decision. Actions involving suspensions for more than 14 days, removals, and reduction in grade or pay will be forwarded to the Air Force Civilian Appellate Review Office (AFCARO) for a decision.

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